

COMPTROLLER
– Phoenix –
Starting Salary: DOE

The Arizona State Retirement System is seeking a proactive individual with management and direct work experience in the following functions: general ledger, accounts payable, payroll, accounts receivable, investment accounting, cash flow projections, month-end/year-end closing, internal controls and financial reporting.

THE POSITION duties include:

- Supervise the maintenance and reconciliation of complex general ledger accounts and subsidiary ledgers, accounts payable, and payroll
- Coordinate preparation of reports, including the Comprehensive Annual Financial Report
- Supervise and support staff to ensure organizational goals are accomplished; provide opportunities for training, decision making, participation and innovation
- Participate in the formulation and administration of accounting policies and procedures
- Evaluate, develop and implement internal controls and monitor compliance
- Coordinate research, analysis and management studies and prepare recommendations

KNOWLEDGE, SKILLS & ABILITIES:

- Comprehensive knowledge of generally accepted accounting principles (GAAP), governmental fund accounting, generally accepted governmental auditing standards, and internal controls concepts and procedures
- Ability to interpret and implement authoritative pronouncements dealing with accounting principles
- Knowledge of and experience with governmental financial statement preparation
- Ability to effectively communicate instructions and information both verbally and in writing to subordinates, colleagues, managers and executives
- Functional experience in preparing and maintaining a variety of accounting systems including general ledger, accounts payable/receivable, and payroll
- Ability to establish and maintain effective working relationships
- Ability to handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Strong analytical and problem-solving skills and demonstrated ability to be flexible and to adapt quickly to change
- Preference will be given to degree in Accounting, Auditing, Finance, or Business Administration and 5-7 years progressively responsible accounting experience, including supervisory experience
- Certification as a public accountant strongly preferred
- Familiarity with MUNIS financial management system a plus

Open until filled. Interested applicants must email a comprehensive resume to
jobs@azasrs.gov

This position is not covered by the State Personnel Merit rules.
AA/EOE